

Board of Supervisors

John Marin, Administrative Officer

MISSION STATEMENT

To act as the legislative arm of county government and is committed to providing responsive leadership, effective oversight of county services, and involving citizens and communities in processes that determine and enhance Placer County's future.

Appropriation	Actual 2004-05	Position Allocations	BOS Adopted 2005-06	Position Allocations
Board of Supervisors	\$ 1,409,882	15	\$ 1,592,273	15
Clerk of the Board of Supervisors	448,113	7	529,169	7
Total:	<u>\$ 1,857,995</u>	<u>22</u>	<u>\$ 2,121,442</u>	<u>22</u>

CORE FUNCTIONS

Board of Supervisors

Support the governing activities of the five elected Placer County supervisors by acting as their liaison with the public and county departments, represent them at various meetings, interface with other legislative agencies and respond to constituent inquiries.

Clerk of the Board of Supervisors

Support the five elected Placer County supervisors by preparing agendas, recording minutes and retaining records for Board meeting and public hearings. The Clerk of the Board also provides information referral and reception services to the public at the Placer County Administrative Center (Domes).

FY 2004-05 Major Accomplishments

- Retained current level of service to Placer County residents.
- Provided increased training and increase effectiveness of 13 Municipal Advisory Councils (MAC) by updating the MAC handbook that was reviewed by all new MAC members.
- Represented Placer County at various legislative conferences to ensure that Placer County concerns are voiced including lobbying at the State and Federal level.
- Awarded and honored extraordinary acts of heroism and community involvement by Placer County residents with commemorative coins.
- Adopted a county holiday in recognition of Martin Luther King Jr.
- Secured approvals for the construction of the Auburn Folsom Road Widening Project.
- Implemented a Green Waste Recycling Program in Granite Bay.
- Participated in the tax sharing agreement negotiations with the City of Lincoln and the City of Roseville.
- Lobbied in Washington D.C. for additional revenues for I-80 Widening, Highway 65 and Walerga Bridge improvements.
- Provided public information on Placer Legacy and Placer County Conservation Plan (PCCP) including appropriation of Spears Ranch and Didion Ranch.

Board of Supervisors

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FY 2005-06 Planned Accomplishments

- Retain current level of service to Placer County residents.
- Provide better training and increase effectiveness of 13 Municipal Advisory Councils (MAC) by creating a video-training program to be reviewed by all new MAC members.
- Implement a scanning program in the Clerk of the Board's office to provide easier access to Board of Supervisors' agendas, staff reports, and backup information.
- Implement an effective scheduling spreadsheet for tracking meetings for the Board's office.
- Provide Board members with additional information regarding land use / annexation issues throughout the County.
- Improve Board of Supervisors' knowledge and scope regarding the relicensing of the Middle Fork American River Project.

Department Comments

The Board of Supervisors Office will continue to provide the necessary resources to support 13 Municipal Advisory Councils and over 50 committees and commissions. To provide the best available information to the Board of Supervisors, staff support includes written reports, updates, follow-up and responses to correspondence.

County Executive Comments And Recommendations

Recommended expenditures remain consistent with the prior year budget for both the *Board of Supervisors* (\$1,512,273) and *Clerk of the Board* (\$529,169). In the Clerk of the Board appropriation, funding has been increased for costs related to the Assessment Appeals Board, and revenue appropriated for fees collected for the preparation of written findings of fact, a share of administrative fees from special districts and cities for property tax administration and other revenues (\$11,000). The State of California has indicated that payment to local governments reimbursement of state-mandate claims (SB-90) related to the Open Meetings Act will be deferred. While the County will invoice the state for these activities, we do not expect to receive reimbursement in FY 2005-06.

Department requested funding consideration for final budget:

- Administrative secretary funding and allocation (\$48,922)
- Assessment Appeals Board (\$10,000)

Final Budget Changes from the Proposed Budget

Funding has been added to the *Board of Supervisors* appropriation for web page design, technology upgrades and other services (\$80,000).

Clerk of the Board
None

Board of Supervisors

John Marin, Administrative Officer

BOARD OF SUPERVISORS FUND 100 / APPROPRIATION 10010

	Actual 2003-04	Actual 2004-05	Requested 2005-06	Recommended 2005-06	Change %	Adopted 2005-06
Expenditures						
Salaries and Employee Benefits	\$ 1,067,138	\$ 1,149,201	\$ 1,238,064	\$ 1,238,064	8%	\$ 1,238,064
Services and Supplies	228,402	256,802	289,209	274,209	7%	354,209
Intra Fund Charges	813	3,879	-	-	-100%	-
Gross Budget:	<u>1,296,353</u>	<u>1,409,882</u>	<u>1,527,273</u>	<u>1,512,273</u>	7%	<u>1,592,273</u>
Intra Fund Credits	(75)	-	-	-	0%	-
Net Budget:	<u>\$ 1,296,278</u>	<u>\$ 1,409,882</u>	<u>\$ 1,527,273</u>	<u>\$ 1,512,273</u>	7%	<u>\$ 1,592,273</u>
Revenue						
Miscellaneous Revenue	\$ 50	\$ -	\$ -	\$ -	0%	\$ -
Total Revenue:	<u>50</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%	<u>-</u>
Net County Cost:	<u>\$ 1,296,228</u>	<u>\$ 1,409,882</u>	<u>\$ 1,527,273</u>	<u>\$ 1,512,273</u>	7%	<u>\$ 1,592,273</u>
Allocated Positions	15	15	15	15	0%	15

CORE FUNCTION: BOARD OF SUPERVISORS

County Governance & Community Outreach Program

Program Purpose: To meet with constituents, conduct community forums, attend MAC meetings, and preside over formal Board of Supervisors' hearings to solicit community input that leads to well-informed and effective governing.

Total Expenditures: \$1,527,273

Total Staffing: 15.00

- **Key Intended Outcome:** Constituents and communities are involved in governing Placer County.

County Governance & Community Outreach Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
# of Board of Supervisors meetings held annually	28	35	31	28
# of items considered by the Board of Supervisors annually	2,000	1,609	1,523	2,000
# of MAC meetings where the board is represented	125	125	125	125
% of MAC meetings attended	100%	100%	100%	100%
# of other community meetings where the Board of Supervisors are represented	21	21	21	21
# of constituent in-office appointments annually	648	648	748	648

Board of Supervisors

John Marin, Administrative Officer

CLERK OF THE BOARD FUND 100 / APPROPRIATION 10020

	Actual 2003-04	Actuals 2004-05	Requested 2005-06	Recommended 2005-06	Change %	Adopted 2005-06
Expenditures						
Salaries and Employee Benefits	\$ 298,120	\$ 343,174	\$ 408,802	\$ 410,669	20%	\$ 410,669
Services and Supplies	105,321	104,939	121,500	118,500	13%	118,500
Gross Budget:	<u>403,441</u>	<u>448,113</u>	<u>530,302</u>	<u>529,169</u>	18%	<u>529,169</u>
Intra Fund Credits	-	-	-	-	0%	-
Net Budget:	<u>\$ 403,441</u>	<u>\$ 448,113</u>	<u>\$ 530,302</u>	<u>\$ 529,169</u>	18%	<u>\$ 529,169</u>
Revenue						
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ 2,500	100%	\$ 2,500
Charges for Services	2,422	10,711	-	8,500	-21%	8,500
Miscellaneous Revenue	26	-	-	-	0%	-
Total Revenue:	<u>2,448</u>	<u>10,711</u>	<u>-</u>	<u>11,000</u>	3%	<u>11,000</u>
Net County Cost:	<u>\$ 400,993</u>	<u>\$ 437,402</u>	<u>\$ 530,302</u>	<u>\$ 518,169</u>	18%	<u>\$ 518,169</u>
Allocated Positions	7	7	7	7	0%	7

CORE FUNCTION: CLERK OF THE BOARD OF SUPERVISORS

Clerk Services Program

Program Purpose: To develop agendas, record minutes and retain records for Board of Supervisors' hearings and the Assessment Appeals Board meetings to ensure that accurate records of actions taken are retained and accessible to the public. In addition, the clerk also provides information-referral and reception services to the public.

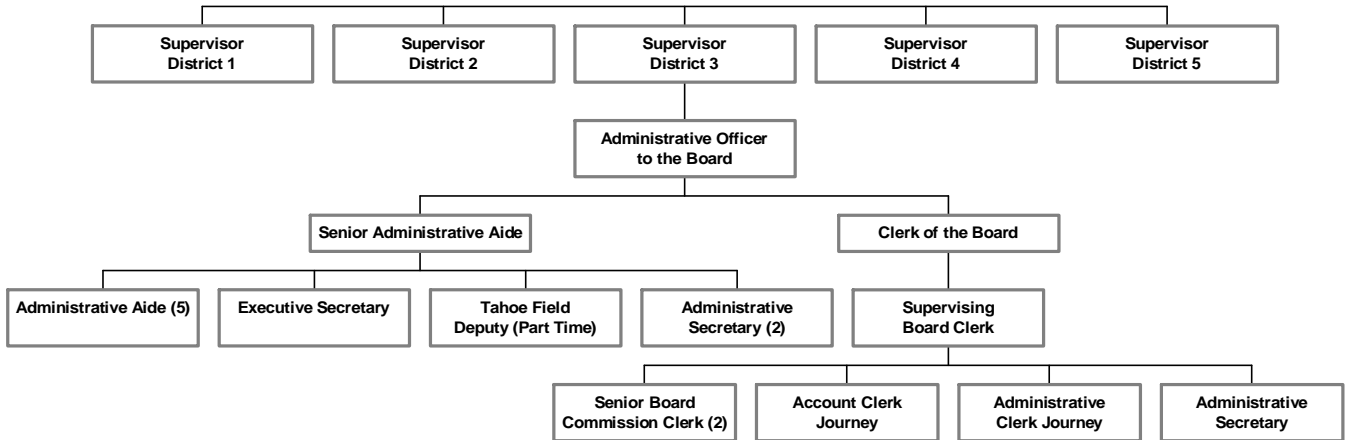
Total Expenditures: \$530,302

Total Staffing: 7.00

- **Key Intended Outcome:** Information is retained and readily accessible to the public.

Clerk Services Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
# of Board of Supervisors meetings supported annually	28	35	31	28
# of agenda items coordinated and collected annually	2,000	1,609	1,523	2,000
# of agenda pages compiled per year	12,180	11,230	10,903	12,180
# of county telephone switchboard calls per year	62,500	48,300	31,799	62,500

BOARD OF SUPERVISORS



**BOARD OF SUPERVISORS
APPROPRIATION SUMMARY
Fiscal Year 2005-06**

ADMINISTERED BY: ADMINISTRATIVE OFFICER TO THE BOARD

Appropriations	FY 2004-05		FY 2005-06	
	Actual	Position Allocations	BOS Adopted Budget	Position Allocations
GENERAL FUND				
Board of Supervisors	\$ 1,409,882	15	\$ 1,592,273	15
Clerk of the Board	448,113	7	529,169	7
TOTAL ALL FUNDS	\$ 1,857,995	22	\$ 2,121,442	22

Board of Supervisors

General Fund

Fund: 100

Subfund: 0

Appropriation: 10010

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
Salaries & Benefits					
1002 Salaries and Wages	837,599	826,254	845,563	845,563	845,563
1005 Overtime & Call Back		22,544	3,000	3,000	3,000
1006 Sick Leave Payoff	5,148	(1,188)			
1300 P.E.R.S.	72,905	131,942	178,817	178,817	178,817
1301 F.I.C.A.	61,853	64,529	64,915	64,915	64,915
1310 Employee Group Ins	84,693	90,480	129,194	129,194	129,194
1315 Workers Comp Insurance	4,940	14,640	16,575	16,575	16,575
Total Salaries & Benefits	1,067,138	1,149,201	1,238,064	1,238,064	1,238,064
Services & Supplies					
2050 Communications - Radio	1,550	3,186	3,000	3,000	3,000
2051 Communications - Telephone	39,540	44,367	40,000	40,000	40,000
2130 Insurance	2,600	2,600			
2290 Maintenance - Equipment	1,732	630	1,000	1,000	1,000
2291 Maintenance - Computer Equip	4,033		2,000	2,000	2,000
2439 Membership/Dues	2,013	3,560	2,000	2,000	2,000
2481 PC Acquisition	9,467	48	6,800	6,800	6,800
2510 PC Upgrades	10,718				
2511 Printing	14,112	14,987	12,000	12,000	12,000
2522 Other Supplies	6,470	10,493	6,500	6,500	6,500
2523 Office Supplies & Exp	12,580	14,151	7,200	7,200	7,200
2524 Postage	7,635	8,083	5,000	5,000	5,000
2550 Administration	11,724	12,090	23,400	23,400	23,400
2554 Commissioner's Fees	1,863				
2555 Prof/Spec Svcs - Purchased	3,797	34,443	71,000	56,000	56,000
2709 Rents & Leases - Computer SW	4,635	8,000	4,809	4,809	4,809
2711 Rents & Leases - Auto	45,430	24,077	40,000	40,000	40,000
2727 Rents & Leases - Bldgs & Impr	1,188	1,535	500	500	500
2770 Fuels & Lubricants	8,835	6,951	4,000	4,000	4,000
2838 Special Dept Expense-1099 Reportable	638	1,745			
2840 Special Dept Expense	1,537	12,426	10,000	10,000	90,000
2844 Training	290	200			
2931 Travel & Transportation	27,457	31,108	45,000	45,000	45,000
2932 Mileage	6,235	8,518	4,000	4,000	4,000
2939 Commission Reimbursements	2,008	2,698	1,000	1,000	1,000
2941 County Vehicle Mileage	315	10,906			
Total Services & Supplies	228,402	256,802	289,209	274,209	354,209
Charges From Departments					
5522 I/T Other Supplies	371	395			
5727 I/T-Rents/Leases		252			
5840 I/T Special Dept Expense	342	3,232			
5844 I/T Training	100				
Total Charges From Departments	813	3,879			
Gross Budget	1,296,353	1,409,882	1,527,273	1,512,273	1,592,273
Less: Charges to Departments					
5002 I/T - County General Fund	(50)				
5011 I/T - Public Safety Fund	(25)				
Total Charges to Departments	(75)				
Net Budget	1,296,278	1,409,882	1,527,273	1,512,273	1,592,273

Board of Supervisors

General Fund

Fund: 100

Subfund: 0

Appropriation: 10010

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
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Less: Revenues

8261 Other Multi Dept Applications (1,670)

8764 Miscellaneous Revenues (50)

Total Revenues (50) (1,670)

Net County Cost	1,296,228	1,408,212	1,527,273	1,512,273	1,592,273
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Clerk of the Board

General Fund

Fund: 100

Subfund: 0

Appropriation: 10020

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
Salaries & Benefits					
1002 Salaries and Wages	226,979	239,100	282,977	280,477	280,477
1005 Overtime & Call Back	135	197	500		
1006 Sick Leave Payoff	2,366				
1300 P.E.R.S.	23,048	44,389	60,178	59,272	59,272
1301 F.I.C.A.	17,531	19,172	21,671	21,456	21,456
1310 Employee Group Ins	27,205	38,737	42,072	48,072	48,072
1315 Workers Comp Insurance	856	1,579	1,404	1,392	1,392
Total Salaries & Benefits	298,120	343,174	408,802	410,669	410,669
Services & Supplies					
2050 Communications - Radio	40,034	40,000	43,300	43,300	43,300
2051 Communications - Telephone	19,243	9,239	13,750	13,750	13,750
2290 Maintenance - Equipment		174	500	500	500
2291 Maintenance - Computer Equip	544	576	1,000	1,000	1,000
2439 Membership/Dues	345	120	550	550	550
2511 Printing	16,175	16,486	17,000	16,000	16,000
2522 Other Supplies	59	60	1,000	1,000	1,000
2523 Office Supplies & Exp	2,936	3,282	4,500	4,500	4,500
2524 Postage	5,439	2,784	5,000	5,000	5,000
2554 Commissioner's Fees	2,400	4,500	3,500	2,500	2,500
2555 Prof/Spec Svcs - Purchased	5,527	15,378	16,000	16,000	16,000
2701 Publications & Legal Notices	7,465	7,161	9,000	9,000	9,000
2709 Rents & Leases - Computer SW	1,809	1,900	2,000	2,000	2,000
2840 Special Dept Expense	1,285	22	1,000	1,000	1,000
2844 Training		25	200	200	200
2931 Travel & Transportation	1,460	2,661	2,500	1,500	1,500
2932 Mileage	405	436	450	450	450
2941 County Vehicle Mileage	195	135	250	250	250
Total Services & Supplies	105,321	104,939	121,500	118,500	118,500
Gross Budget	403,441	448,113	530,302	529,169	529,169
Net Budget	403,441	448,113	530,302	529,169	529,169
Less: Revenues					
7234 State Aid - Mandated Costs				(2,500)	(2,500)
8212 Other General Reimbursement	(164)				
8215 Administrative Services	(964)	(675)			
8218 Forms and Photocopies	(807)	(752)		(500)	(500)
8261 Other Multi Dept Applications	(487)	(9,284)		(8,000)	(8,000)
8764 Miscellaneous Revenues	(26)				
Total Revenues	(2,448)	(10,711)		(11,000)	(11,000)
Net County Cost	400,993	437,402	530,302	518,169	518,169